

# PURCHASE ORDER

**PO Number: 303-2-0148**

*Requisition Number: 303-2-00293*

**Order Date:** 9/20/2021

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accounts payable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

## FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

### Delivery Location

Texas School for the Blind and Visually Impaired  
1100 W. 45th Street  
Attn: Ofelia Matamoros  
Austin, TX 78756

**Show numbers on all papers and packages**

## Referenced Source or Vendor

14310455242  
BUCKEYE CLEANING CENTER-AUSTIN  
BUCKEYE INTERNATIONAL DBA  
1500 CENTRAL COMMERCE CIRCLE STE B  
PFLUGERVILLE, TX 78660  
Tim Villarreal  
Phone:512-5652956, Fax:  
tvillarreal@buckeyeinternational.com

## 50 Cases of Symmetry Hand Sanitizer Foam – 6x1200

Price Per Attached Quote #21261 Dated 09/07/2021.

### Description

TFC Contact:  
Ofelia Matamoros  
512-492-2908

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
90051120: 50 Cases of Symmetry Hand Sanitizer Foam – 6x1200						
<b>NIGP Class:</b> 485 <b>NIGP Item:</b> 13 <b>Object Class:</b> 300 <b>Reimbursement Type:</b> Not Reimbursable	50	Case	\$90.64	9/20/2021	12/20/2021	\$4,532.00
					<b>Grand Total</b>	<b>\$4,532.00</b>

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Management
<b>Phone</b>	5124922908
<b>Org Code</b>	0477 - Coronavirus Response
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	778589

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### **Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### **TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)